## Approved For Release 2000/08/08: CIA-RDP96-00789R002500230060-4

DATE: SEAJJul 93

FROM:

SUBJ: SGAthly Activity Report

TO:

The following duties have been performed during the month of August:

- Have typed correspondence, MFRs, and MEMOs for Chief.
- Monitored operational projects.
- Performed the duties of distribution, mail and supplies and coffee fund for the activity.
- Has the responsibility of collecting money and paying the telephone bill.
- Have started the process of getting MIPRs into place for the new year.
- Have been cleaning and disposing of old files that are of no use or obsolete.
- Have, of course, been performing the mundane tasks that keep our working environment clean and orderly.

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